

Intercollegiate Broadcasting System

11 October 1947

Standard Forms for Station Use

The attached forms are available from this office free of charge in moderate quantities for use by any full member station of the System. By purchasing them in quantity we are able to realise some saving on the costs.

The green memorandum, as most of you know, is used for correspondence between IBS stations and offices - anything within the organization. You may have a supply if you wish.

The Program Log form is one example of a log containing the information called for by the program code. This particular one holds only the minimum information, while many stations prefer to use larger and more complete logs.

The new Broadcast Schedule is based on a form borrowed from a friendly advertising agency. It is intended for keeping track of spot announcements. (It can be used as a program schedule, but there are better forms for this) The Scheduled time of each spot is entered in the column headed with the day of the week. One sheet is used for each account. We will use such forms for national spot accounts, and you may have them for your local use on request. Note that there is space on the back to record deviations and changes.

The Contract form contains the new Standard Conditions of the National Association of Broadcasters as revised last year. The printed side is the back of the form -- you should mimeograph, multigraph, or print the face to suit yourselves.

Let us know at this office if you want supplies of any of these forms.

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INTERCOLLEGIATE BROADCASTING SYSTEM

MEMORANDUM

TO:

Date:

FROM:

INTERCOLLEGIATE BROADCASTING SYSTEM

MEMORANDUM



TO:

FROM:

DATE:

DAY _____ DATE _____ 194 _____

TYPE	ORIGIN	SPONSOR
1	1	1
2	2	2
3	3	3
4	4	4
5	5	5
6	6	6
7	7	7
8	8	8
9	9	9
10	10	10
11	11	11
12	12	12
13	13	13
14	14	14
15	15	15
16	16	16
17	17	17
18	18	18
19	19	19
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93	93	93
94	94	94
95	95	95
96	96	96
97	97	97
98	98	98
99	99	99
100	100	100

[illegible]

SIGNED _____

DATE _____

STATION

EXPIRATION DATE:

[illegible]

SCHEDULE OF IRREGULARITIES

AFFIDAVIT CHECKED

[illegible]